SECURE DETENTION PLACEMENTS:

Placements of children in Secure Detention need to be documented in eWiSACWIS if the facility is being used as or becomes a primary physical placement of the child. This type of placement must be as an "Out-of-home Placement" in the Out-of-Home page. For example, the child is taken into temporary physical custody and placed in the facility, or the facility is used as a sanction or a hold, but the child does not return home from a sanction or hold as originally anticipated, the use of the facility constitutes an out-of-home placement.

However, when the Secure Detention is being used as a temporary corrective action service, such as sanction or a 72 hour hold, then the data entry may only be entered as a service on the "In-home Service" page. Although the In-home service documentation is not required, counties are encouraged to enter the use of the facility in eWiSACWIS in order to most accurately document all of the case management tasks for that particular child.

Please note, if the use of the Secure Detention facility is initially invoked as a sanction or hold and the child (or juvenile) does not return home, and instead, remains in the facility for continuing placement or pending placement in another setting, then the use of the facility must be documented as an "Out-of-home Placement." This may mean ending the original "In-home service" for reason of "Made in error" and documenting the placement on the "Out-of-home placement" page.

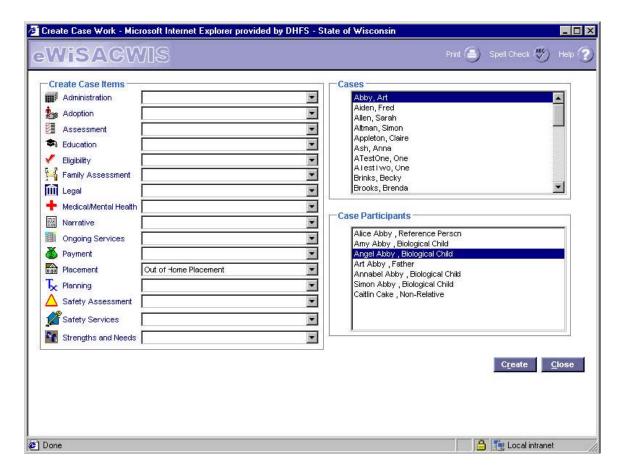
Counties will have the choice of paid and non-paid Secure Detention services. The paid services will be set up as "Non IV-E" as they are not IV-E claimable costs.

Successful documentation of an Out-of-home Placement or an In-home service assumes that the child's person management record is up to date. Please see the How Do I titled "Common Documentation Tasks For All Settings (In-Home & Out-of-Home)" for information surrounding documenting a person's demographics.

Also note that as part of the placement documentation the eligibility record for that child must be completed. See the above referenced How Do I for information surrounding documenting eligibility for a child.

And lastly, when ending placements or services, please refer to the above referenced How Do I for information surrounding ending a placement in eWiSACWIS.

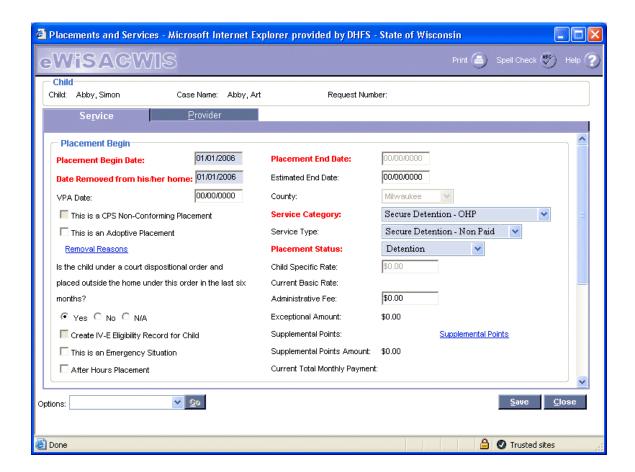
Secure Detention as a Placement



Create Casework Page

Step 1 of 4

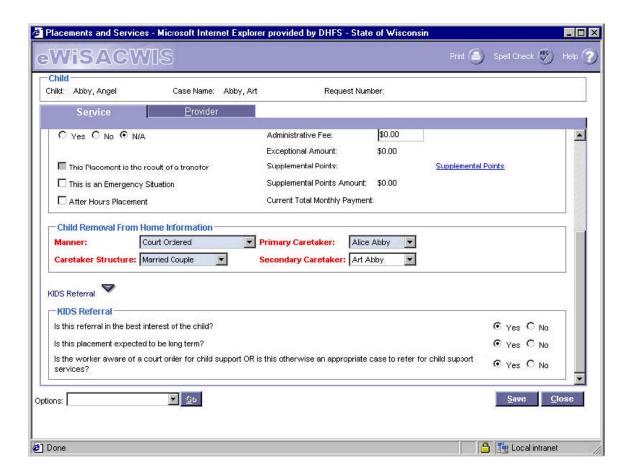
• From the Create Casework page select: Placement>Out-of-Home Placement>Case>Case Participant>Create



Placements and Services Page>Service Tab

Step 2 of 4

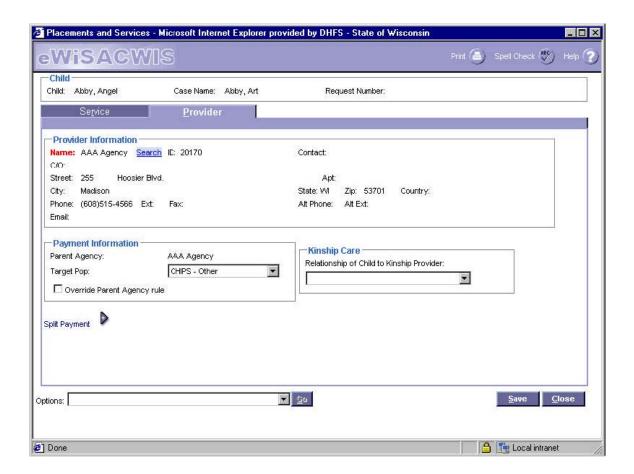
- On the Placements and Services page, Service tab, complete all needed fields.
- Enter the first day of the placement in the Placement Begin Date field.
- If this placement is a removal from home (start of a placement episode) be sure to enter the correct removal date in the Date Removed from his/her home.
- Select the correct Removal Reason(s) from the Removal Reasons pop-up page.
- In the Service Category field choose Secure Detention OHP.
- In the Service Type field choose the appropriate Secure Detention service.
- In the Placement Status field choose Detention.



Placements and Services Page>Service Tab (continued)

Step 3 of 4

- Answer the Child Removal from Home Information if this placement is a removal from home.
- Select appropriate values for the KIDS Referral information.

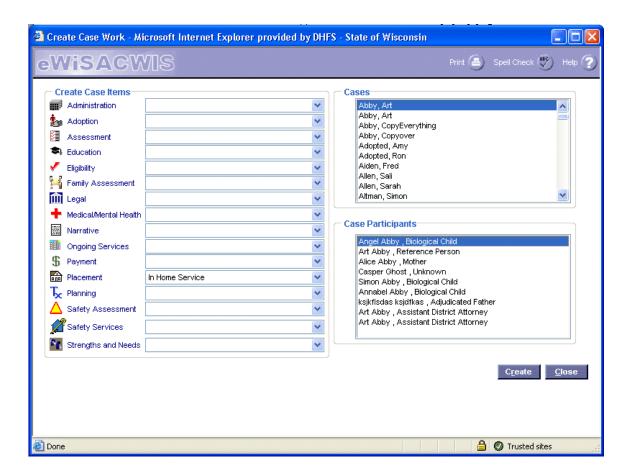


Placements and Services Page>Provider Tab

Step 4 of 4

- Click the Search hyperlink to launch the Search page and search for the appropriate provider.
- From the Search page, select the radio button next to the provider you want to use and click Continue, this will return you to the Service tab and populate the provider you selected into Provider Information.
- In the Target Pop field choose the appropriate value. The default is "CHPS Other".
- Return to the Service tab.
- To approve the placement and send it to your supervisor for approval choose Options>Approval>Go>Approve radio button>Continue.
- Click Save and then click Close on the Placements and Services page.

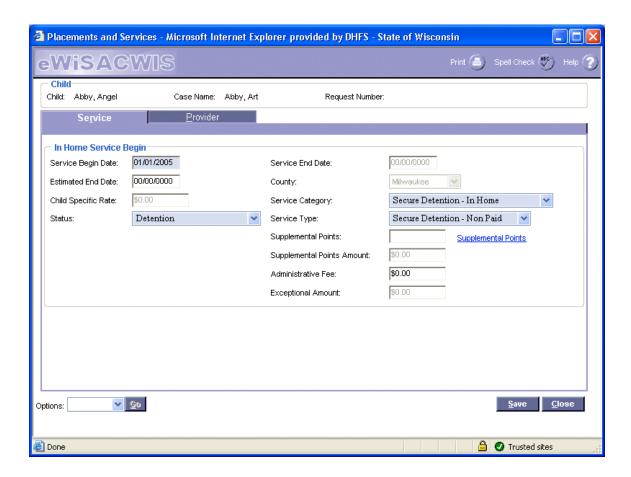
Secure Detention as a Service



Create Casework Page

Step 1 of 3

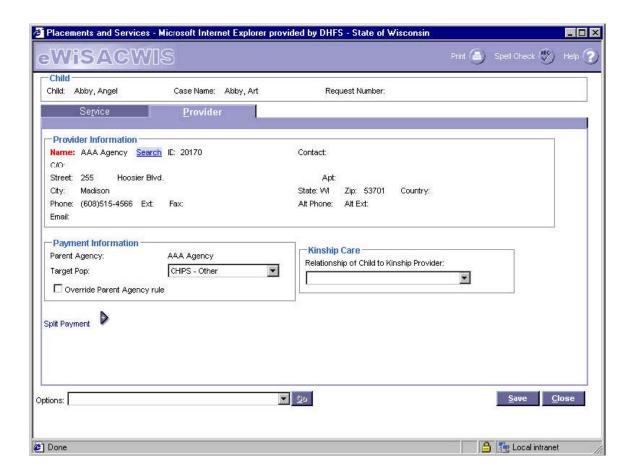
• From the Create Casework page select: Placement>In Home Service>Case>Case Participant>Create



Placements and Services Page>Service Tab

Step 2 of 3

- On the Placements and Services page, Service tab, complete all needed fields.
- Enter the first day the service began in the Service Begin Date field.
- In the Service Category field choose Secure Detention In Home.
- In the Service Type field choose the appropriate Secure Detention service.
- In the Status field choose Detention.



Placements and Services Page>Provider Tab

Step 3 of 3

- Click the Search hyperlink to launch the Search page and search for the appropriate provider.
- From the Search page, select the radio button next to the provider you want to use and click Continue, this will return you to the Service tab and populate the provider you selected into Provider Information.
- In the Target Pop field choose the appropriate value. The default is "CHPS Other".
- Return to the Service tab.
- To approve the placement and send it to your supervisor for approval choose Options>Approval>Go>Approve radio button>Continue.
- Click Save and then click close on the Placements and Services page.